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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Geographic Research Area, ORR

DATE: 1 March 1955

FROM : Chief, Cartography Division, ORR

SUBJECT: Training and experience objectives of the Career Service program as applied to several positions in the Cartography Division

1. To adequately advance a program of career development in the Cartography Division would entail a detailed breakdown of at least 10 types of positions. Each type of work performed demands its own background capability and related training and experience, some of which can only be attained after an individual has been on the job for a period of time. It is imperative that such a program be developed and realistically tied to specific positions. The prime aim of Career Service can be realized only if the program is geared to the individual position and the person assigned. To think in terms of advancement by continuous transfer is sheer folly for 95% of all persons in the Agency. For most, career development must consist of training and experience in the position currently assigned so that each can look forward to performing that duty more adequately. Advancement to other types of work is, of course, closely related to the Career Service and is an important part of the program. Such is realistic, however, only if specific requirements for each position are recognized and the training is then geared to the plan of advancement.

2. In this brief statement only 3 types of positions in the Division are considered. They represent the types that have the greatest number of persons assigned.

a. Geographer (Cartography). Persons with geographic training are employed to compile intelligence maps on assigned regional areas. Cartographic techniques and regional competence of a basic geographic nature are the 2 major requirements of this position. Position Standards exist that spell out in detail the minimum entrance requirements for the various grade levels. These are, of course, ideal and are not necessarily met in total by any one at the time of EOD. Therefore, part of the career development of each person (not the position) must of necessity include additional training to fill these gaps. On an average, however, the following types of training and/or experience are suggested as objectives of the career development of this position in order to advance a person to the highest level of competence:

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- 1). Language competence. Ability to read, with the aid of a dictionary, the major foreign languages of the assigned geographic area. (These may be such languages as German or French in cases where the major source materials are found in these languages.) Fluent reading ability is not required.
- 2). Special advanced course work in geography on the assigned region in the event such is available. This may consist of an unusual chance to study with a world-known expert or attend a special, high-level seminar.
- 3). Area competence. A minimum of 1-3 months in the country(s) covered by the regional Branch assignment. This may consist of both local study and travel within the country.
- 4). Periodic attendance (at the highest grade level) at official geographic meetings to stay abreast of current developments in the field of geography and meet the leaders in the profession.
- 5). Special course work in advanced cartographic techniques (if available) to stay abreast of current developments in the graphic field. This includes such specialized courses as the "Elements of Map Reproduction" currently offered by the USDA Graduate School.

The supervisory level of this type position should include, in addition, basic training in the field of personnel management and a course in the long-range, strategic plan of the Agency if such were offered.

b. Cartographic Draftsman. The construction of maps requires a high degree of drafting skill. These positions require a technical knowledge and an ability to perform fine-line drawing. Basic research ability in the field of geography is not required. As a result of these factors career development within the drafting function is somewhat confined to improving the manual skill of fine-line drafting. A course in "Map Reproduction Techniques" is highly recommended and retraining within the Division's training program cover the requirements for career development in these positions.

c. Cartographic Compilation Aid. Persons with a high drafting skill, a minimum flair for graphic art, and the basic requirements for statistical compilation are assigned cartographic compilation aid positions. Intelligence charts, cartograms, and maps that do not require geographic knowledge or compilation research techniques

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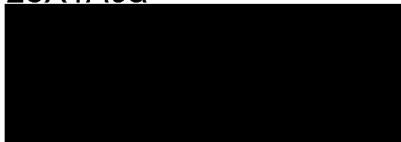
in depth fall to these persons who can, with additional training, improve their competence and develop a realistic career program. The following types of training are suggested:

- 1). A course in the theory of design and graphic presentation to be offered after at least 18 months of duty in the Aid Section. Such a course would probably be available in local Art schools.
- 2). Course work in statistical graphic presentation to improve the effectiveness of chart support to intelligence reports.
- 3). Within the Division's training program, a condensed version of the Geographer (Cartography) course be offered for all newly assigned cartographic compilation aid persons.
- 4). An introductory course in the fundamentals of professional geography is considered highly desirable to better acquaint the incumbent with compilation problems of a simplified geographic nature.

NOTE: A program of career development for transfer from either the Cartographic Draftsman or Cartographic Compilation Aid positions to Geography (Cartography) is fully in operation at the present time and has been detailed in the position Standards for the Division. The above comments (b, c,) apply to career development within the functions only.

3. The above stated objectives (and possibly others) cover 3 types of positions in the Cartography Division. Other objectives could be prepared for several other types in the Division, some of which are occupied by only one person. It will also be noted that the "basic" courses offered to all new personnel are not here listed as part of the career development program for specific positions in the Cartography Division.

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